

## Summary

Lyft's [Gender Inclusion & Affirmation Policy](#) exists to ensure the safety, comfort, and healthy development of transgender or gender non-conforming team members while maximizing team members' workplace integration.

### **Privacy**

Trans team members have the right to discuss their gender identity or expression openly, or to keep that information private. The team member gets to decide when, with whom, and how much to share their private information.

### **Names and Pronouns**

All individuals should be addressed by the name and pronoun that they state, including on official personnel records whenever possible.

## Being Trans at Lyft

Trans team members, including those who transition on the job, can expect the full support of management, their supervisors, and the People Team, including an empowering and supportive environment.

### **Resources**

Lyft will maintain resources to support trans team members, including:

- LyftOut Employee Resource Group
- Education and training for managers
- Access to restrooms and locker rooms which match team members' genders
- A health care option which recognizes transition-related care as medically necessary
- Infrastructure for transitioning on the job

## Quick Links

- [Purpose](#)
- [Glossary](#)
- [Policies](#)
- [Being Trans at Lyft](#)
- [Transition Plan](#)

## Purpose

Lyft does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression, and aims to create a safe and productive workplace environment for all team members. This policy sets forth guidelines to address the needs of transgender and gender non-conforming team members and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such team members.

This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming team members, and the needs of each must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming team members while maximizing the team member's workplace integration.

## Definitions

The definitions provided here are intended to assist in understanding this policy and the legal obligations of employers. Team members may or may not use these terms to describe themselves, and these terms are not intended to force labels on team members.

### Gender identity

A person's internal, deeply-felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. **Everyone has a gender identity.**

### Gender expression

An individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine. **Everyone has a gender expression.**

### Gender identity and expression

#### Transgender

This term is typically used to describe people whose gender identity and/or expression is different from their sex assigned at birth.

- **Female-to-Male (FTM)** A person whose sex assigned at birth was female but who identifies as male, a trans man, or a man
- **Male-to-Female (MTF)** A person whose sex assigned at birth was male but who identifies as female, a trans woman, or a woman

## Gender non-conforming

Some people do not identify with a binary gender. This term describes people who have, or are perceived to have, gender characteristics, identity, and/or behaviors that do not conform to traditional or societal expectations.

## Trans

For the purpose of this policy, the term **Trans** will be used as an umbrella term for all individuals who are: genderqueer, gender fluid, trans masculine, trans feminine, transgender, or whose identity is beyond the binary sex or gender spectrum.

## Transition

The process of changing one's gender from the sex assigned at birth to one's gender identity. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include "coming out" (telling family, friends, and coworkers); changing dress and/or appearance; changing the name and/or sex on legal documents; and, for many trans people, accessing medical treatment such as hormones and surgery. Transition also may be none of the above.

## Sexual Identity

A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual identity is distinct from gender identity and expression. Trans people can be gay, lesbian, bisexual, or heterosexual, just like non-trans people.

## LGBTQIA

This acronym includes many aspects of Sexual, Gender, and Social Identity including Lesbian, Gay, Bisexual, Trans, and these:

- **Queer**
  - Mostly used regarding sexual identity, by individuals who do not identify as heterosexual or straight, but also do not identify as an "LGB" person
  - Regarding gender identity, individuals who do not identify on the binary of male or female
  - This term is shared to enable those who do not identify as Queer to recognize the identity, and it is generally only used as a term for self-identification for those who identify this way; to some, being referred to as "Queer" by anyone other than themselves may be offensive. Of course, if an individual requests to be identified as Queer, it is appropriate to do so.

- **Intersex** - individuals whose primary or secondary sex characteristics are not explicitly “male” or “female”
- **Allies** - individuals who are not part of the LGBTQI community but who are committed to using their privilege as outsiders to empower, uplift, and advocate for the community

EVERYONE has a . . .

- Sex Assigned at Birth
- Gender Identity
- Gender Expression
- Sexual Identity

## Policies

### Privacy

Trans team members have the right to discuss their gender identity or expression openly, or to keep that information private. The team member gets to decide when, with whom, and how much to share their private information.

Information about anyone’s status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA. Management, the People Team, and coworkers should not disclose information that may reveal a team member’s status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with the team member’s explicit consent and with coworkers who truly need to know to do their jobs.

### Official Records

Our company will change a team member’s official record to reflect a change in name or gender upon request from the team member. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person’s name can be changed. Most records, however, can be changed to reflect a person’s preferred name without proof of a legal name change.

A trans team member has the right to be addressed by the name and pronoun corresponding to the team member’s gender identity. Official records will also be changed to reflect the team member’s new name and gender upon the team member’s request. As quickly as possible, we will make every effort to update any photographs at the transitioning team member’s workplace so the transitioning team member’s gender identity and expression are represented accurately. If

a new or transitioning team member has questions about company records or ID documents, the team member should contact their PBP.

## Names and Pronouns

All individuals should be addressed by the name and pronoun that they state. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect a team member's gender identity (for example, intentionally referring to the team member by a name or pronoun that does not correspond to the team member's gender identity) can constitute harassment and is a violation of this policy. Anyone who is unsure what pronoun a team member uses is encouraged to politely ask that team member.

## Being Trans at Lyft

Trans team members, including those who transition on the job, can expect the full support of management, their supervisors, and the People Team, including an empowering and supportive environment.

For team members who begin or are in the progress of transitioning while working at Lyft, a member of the People Team will work with each person individually, if requested, to ensure a successful workplace transition.

## Resources

### LyftOut

The Employee Resource Group (ERG) for LGBTQIA team members is called LyftOut. More information is available on the [Wiki](#).

### Education

Lyft will encourage all supervisors and managers, whether or not it is known that there is a Trans person on their team, to complete a gender awareness training; all team members across the company are welcome to complete this training as well.

## Access

### Restrooms

Team members shall have access to the restroom they feel most comfortable using. All team members have a right to safe and appropriate restroom facilities, including the right to use a

restroom that corresponds to the team member's gender identity, regardless of the team member's sex assigned at birth.

Where possible, an employer will make available a unisex single-stall restroom that can be used by any team member who has a need for increased privacy, regardless of the underlying reason.

## Locker Rooms (When Applicable)

All team members have the right to use the locker room they feel most comfortable using. Any team member who has a need or desire for increased privacy, regardless of the underlying reason, can be provided with a reasonable alternative changing area (such as the use of a private area, or using the locker room that corresponds to their gender identity before or after other team members). Any alternative arrangement for a trans team member will be provided in a way that allows the team member to keep their status confidential.

## Discrimination/ Harassment

It is unlawful and violates company policy to discriminate in any way (including, but not limited to, failure to hire, failure to promote, or unlawful termination) against a team member because of the team member's actual or perceived gender identity. Additionally it also is unlawful and contrary to this policy to retaliate against any person objecting to, or supporting enforcement of legal protections against, gender identity discrimination in employment.

Our company is committed to creating a safe work environment for trans team members. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action, and providing team members and staff with appropriate resources.

Lyft does not have dress codes that restrict team members' clothing or appearance on the basis of gender. Trans team members have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

## Health Insurance and Care

Because transition-related care is medically necessary, Lyft will maintain at least one health insurance option that includes coverage for such services.

Sometimes, transition may include major medical procedures; for these instances, we maintain an opportunity for a flexible work schedule to support slow transition back to work, in order to support team members to take the time they need to recover, as with any other major medical procedure.

# Workplace Transition Plan

Lyft welcomes team members to share their transition status. Supervisors and the People Team are available to help team members develop a transition plan that works for them and supports an affirming and healthy work environment.

## Disclosure

The transitioning team member may make an initial disclosure to whomever they choose, and is encouraged to discuss their workplace transition plan with:

- **The People Team.** The contact on the People Team will share Lyft's Gender Inclusive Policy and share the availability of transition-related healthcare benefits, if the team member is not already familiar.
- **Their supervisor.** If the initial disclosure was not made to the transitioning team member's supervisor, the People Team will facilitate meetings between the team member and their supervisor as well as anyone else team member identifies.
- With the team member's consent:
  - **Management** beyond the team member's immediate supervisor may be made aware of the team member's status so that leaders can express their support when the team member's status is disclosed to their work team.
  - A representative of **LyftOut**, Lyft's LGBTQ+ employee resource group - as a support and ally through this process (optional).

## Transition Support team

A team member's transition support team will include their immediate supervisor and someone from the People Team. The team member may request that others, including a representative from LyftOut, participate on the team.

All members of this transition support team will familiarize themselves with the company's policies and any other relevant resources that provide educational information about trans issues. It is possible that not all individuals of the transition support team need to be brought on board at once, and the team member will decide when to incorporate them.

## Creating a plan

For the most part, the team member will determine the timeline for their transition at work, as they will be the person who knows and considers all relevant personal factors to be considered. As some details of the Workplace Transition Plan may require lead time, there are a few items which may be subject to additional feedback by the People Team.

Some details that may be included in the Workplace Transition Plan include:

- The date by which the team member expects other Lyft team members to be aware of a change in gender expression, name, pronouns, and other social aspects of their expression (may be immediate).
- How, and in what format, the team member's work team will be made aware of the transition. This may be done on a one-on-one or group basis, depending on the team member's preference.
- What, if any, training will be provided to co-workers?
- What, if any, updates will be made to official Lyft records (Family Tree, payroll and personnel documentation, email account, etc.), and when should these be effective? *(Note: some of these systems may not be updated immediately. It is up to the transitioning team member if they want to have their information changed all at once, or as soon as each system can be updated.)*
- What, if any, leave or flexible time may be needed for pre-scheduled medical procedures and/or recovery? (This may be deferred if the team member does not have a procedure scheduled.)

## Announcing the transition

If the team member elects to notify their immediate work team in a group meeting, it may be helpful to include:

- The transitioning team member (who may choose not to be present);
- The team member's supervisor, and that person's supervisor;
- All members of the immediate work team (encouraged to join a web conference if unable to attend in person); and
- Members of the transition support team, especially a representative from the People Team

The transitioning team member, or the representative of their choosing, may lead the meeting, which should address the following:

- Disclosure of the team member's status, and whether the team member consents to their status being shared beyond the meeting, or kept confidential
- If applicable, the team member's new name and pronoun
- The team member's supervisor (and/or their manager) should:
  - Emphasize the team member's importance at Lyft and management's complete support of their transition.
  - Review this Gender Inclusion and Affirmation Policy (may also be shared by a representative from the People Team)
  - Model affirming behavior by using the team member's correct name and pronoun in all communications
- Announce what, if any, training is available
- Solicit questions, which may be answered by the team member, supervisor, or other members of the transition support team.